

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Lender's Name
Lender's Company
Lender's Address
City, State, Zip Code

Dear [Lender's Name],

This letter is to verify the employment of [Employee's Name], who has applied for a mortgage with your institution.

[Employee's Name] has been employed with [Company Name] since [Employment Start Date] and currently holds the position of [Job Title]. As of today, [he/she/they] earns an annual salary of [Salary Amount].

If you require any further information or need to discuss this matter in detail, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]